

DRAFT #1

9 Apr 54

Approved For Release 2000/09/12 : CIA-RDP80-01826R000600080006-6

SECRET

25X1A

25X1A

REGULATION

PERSONNEL

PROMOTION

Rescissions: (1) [REDACTED] (1) and (3)
(2) [REDACTED]

25X1A

CONTENTS

- | | |
|---------------------|-----------------|
| 1. General | 5. Requirements |
| 2. Policy | 6. Procedure |
| 3. Definitions | 7. Exceptions |
| 4. Responsibilities | |

1. GENERAL

This Regulation states policies and procedures applicable to the promotion of employees (staff employees and staff agents) up to and including grade GS-15. It does not apply to promotions involving grades GS-16, 17 or 18, or to the promotion of employees compensated in accordance with Wage Board, CPC, or Negotiated Wage Schedules.

2. POLICY

a. The promotion of Agency employees will be based on consideration of their qualifications and demonstrated abilities in relation to Agency needs. Every effort will be made to fill newly created or vacant positions by the promotion of qualified Agency employees before external recruitment is undertaken.

(1) Employees who have completed the minimum Agency experience requirements specified herein, will enter the zone of consideration for promotion and be considered for promotion at least once each year thereafter.

(2) An employee who is in the zone of consideration for promotion will

SECRET

Approved For Release 2000/09/12 : CIA-RDP80-01826R000600080006-6

SECRET

REGULATION

PERSONNEL

be promoted only after his qualifications for the promotion have been compared with those of all other similarly qualified employees of the same grade and career designation.

- (3) Promotions will be limited to one grade except where double-grade stages have been established as the normal progression within the grade range GS-5 through GS-11.

3. DEFINITIONS

a. OPERATING OFFICIALS

Operating Officials as used herein include the Assistant Directors of the Office of the Deputy Director (Intelligence), the Chiefs of Administrative Offices of the Office of the Deputy Director (Administration), the Chiefs of Senior Staffs and Area Divisions of the Office of the Deputy Director (Plans), the Director of Training, the Assistant Directors for Communications and Personnel.

b. HEADS OF CAREER SERVICES

Heads of Career Services as used herein refers to those officials who are so designated in Regulation [REDACTED]

25X1A

4. RESPONSIBILITIES

a. SUPERVISORS

Supervisors at all levels are responsible for considering the promotion of employees under their jurisdiction and for making recommendations to Operating Officials concerning the promotion of individual employees according to the provisions of this Regulation.

SECRET

SECRET

25X1A

25X1A

REGULATION

PERSONNEL

b. OPERATING OFFICIALS

- (1) In those cases when an employee's career designation corresponds to the organizational component where he is assigned, the Operating Official who heads that component has complete responsibility for reviewing and approving promotion recommendations and submitting them to the Assistant Director for Personnel for final approval and action.
- (2) In those cases when an employee's career designation does not correspond to his assigned organizational component, the Operating Official who heads the component to which the employee is assigned will submit the promotion recommendation to the Assistant Director for Personnel for final approval and action after obtaining the concurrence of the head of the employee's Career Service.

c. HEADS OF CAREER SERVICES

The head of each career service or his duly appointed designee is responsible for insuring, in coordination with Operating Officials, that all employees of that Career Service are considered for promotion in accordance with the provisions of this Regulation.

d. THE ASSISTANT DIRECTOR FOR PERSONNEL

The Assistant Director for Personnel is responsible for:

- (1) Continuous evaluation of the Agency's promotion program,
- (2) Assisting officials at all levels in carrying out their responsibilities in accordance with this Regulation,
- (3) Reviewing all promotion requests and finally approving those promotion actions which conform to the provisions of this Regulation.

SECRET

25X1A

REGULATION
NO. [REDACTED]

PERSONNEL

- (4) Recording and disseminating the qualification requirements of all Agency positions to be used as the basis for reviewing promotion requests.

5. PROMOTION REQUIREMENTS

a. AGENCY EXPERIENCE REQUIREMENTS

An employee will enter the zone of consideration for promotion when he has served in his current grade for the appropriate period as indicated below.

| <u>Current Grade</u> | <u>Months of CIA Experience</u> |
|----------------------|---------------------------------|
| GS-1 through 6 | 6 |
| GS-7 through 11 | 12 |
| GS-12 and 13 | 18 |
| GS-14 | 24 |

b. EXISTENCE OF A SUITABLE POSITION

Formal action requesting the Assistant Director for Personnel to promote an employee will be initiated only when a position of higher grade is available through:

- (1) The existence of a vacancy in an established T/O position,
- (2) The establishment of a new T/O position,
- (3) The reclassification of the employee's current position in recognition of an increase in his duties and responsibilities.

c. QUALIFICATIONS AND DEMONSTRATED ABILITY

An employee must be fully qualified to perform the duties of the position to which his promotion is recommended. Promotions will be based on the employee's qualifications or demonstrated ability to perform work of a higher grade. When an employee is being considered for promotion to a position covered by a position standard published in Handbook [REDACTED], the qualification requirements contained therein

will be used as a basis for evaluating his qualifications.

CONFIDENTIAL

Approved For Release 2000/09/12 : CIA-RDP80-01826R000600080006-6

25X1A

25X1A

REGULATION

PERSONNEL

6. PROCEDURES

25X1A

Promotion recommendations will be prepared on Standard Form 52, "Request for Personnel Action", in accordance with the instructions in Handbook

7. EXCEPTIONS

Any exceptions to the policies, requirements or procedures in this Regulation will be requested of the Assistant Director for Personnel in a memorandum of justification attached to Standard Form 52. If the exception involves promotion to a grade higher than GS-11, the Standard Form 52 and the attached memorandum will be routed to the Assistant Director for Personnel through the appropriate Deputy Director for his indorsement. The Assistant Director for Personnel will finally approve or disapprove recommendations for exception, subject to the review only by the Director of Central Intelligence. Exceptions will be made only when it is clearly established that:

- a. An employee was initially employed at a grade below that for which he was qualified; or
- b. An individual is properly qualified for promotion based partly on his experience in government prior to his entry on duty; or
- c. Such exception is necessary to recognize and utilize an employee's outstanding ability.

~~SECRET~~

Approved For Release 2000/09/12 : CIA-RDP80-01826R000600080006-6

CONFIDENTIAL